

Position Title: Part-Time Bookkeeper

Reports To: Executive Director

Position Type: Part-time, non-exempt- no more than 29 hours a week

HOPE Outreach Center (HOC) is a non-profit organization whose mission is *Helping Other People Everyday* by providing services and support that immediately improve the quality of life for those in need in our communities.

The Purpose of HOPE Outreach Center, Inc. is to build stronger and more thriving communities through program & services that:

- ♥Help youth succeed
- ♥Strengthen and support families in need
- ♥Assist the elderly, homebound and infirm

Position Overview:

HOPE Outreach is seeking a part-time bookkeeper to work at the HOC office in Davie.

This person

should support the agency's mission and goals and be willing to work in a dynamic, fast pace environment

This position requires a highly motivated person who has the ability to develop and implement processes, adhere to realistic timelines, and successfully handle multiple projects and deadlines as well as consistently produce high quality work with proven results. Position requires someone who is professional, able to collaborate with multiple staff members and is eager to grow with the organization.

Job Description:

Full cycle accounting and finance knowledge

- Manage Accounts Receivable & Payable
- Prepare checks for disbursement and approval
- Track credit card transactions (including processing credit card receipts)

Prepare bank deposits

- Payroll and associated reporting requirements

Prepare documents for accountant for tax returns and all required corporate filings (federal and state)

Assist with budget preparation

- Prepare monthly budget vs. actual analysis
- Prepare financial reports for board meetings
- Maintain event operating statements

Responsible for generating Invoices and following up on un-paid Invoices

Qualifications:

Associates degree (AA, AS) at a minimum and at least 2 years of experience.

- Proficiency with QuickBooks
- Proficiency with MS word, Excel and Outlook
- Excellent communication skills
- Capacity to work under pressure, manage multiple projects simultaneously, and meet deadlines

- Strong organizational skills

Ability to work independently

- Fast typist
- Ability to lead, to follow, and the ability to know when those different skills are needed
- Expertise in building professional relationships
- Consistent professionalism
- Ability to collaborate with volunteers, staff, donors, supporters, the Board of Directors and any other people encountered
- Fluent in English

- Excellent verbal and written communications skills at a professional level

- Ability to tolerate numerous interruptions throughout the day

Creativity in problem resolution and an open-mind to new ideas

The Bookkeeper reports directly to the Executive Director and may be required to attend staff and Event Committee meetings and Board meetings from time to time.

This position is part time varying between 8-16 hours a week but not more than 29 hours per week. Generally more hours will be required around the time of major events or audits as well as at the beginning of the month.

Compensation will be commensurate with experience.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. HOPE Outreach Center reserves the right to assign or delegate other tasks as necessary.

Application Information:

To apply for this position and to qualify for an interview, the following are required:

1. Cover letter
2. Resume
3. 2 letters of recommendation from current or past employers who are non-family members

The Application packet should be sent to: HOPE Outreach Center 4700 SW 64 Ave Suite A Davie, FL 33314

Or email to: info@hopeoutreachfl.org

HOPE Outreach is a Smoke Free, Drug Free Workplace and Equal Opportunity Employer